

Lake Macquarie Sustainable Neighbourhood Alliance – Ordinary Meeting

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Wednesday, 21 December 2011
Chair:	Dot Seiffert	Time:	7 – 9pm
Present:	Dot Seiffert, Norbert Lica , Robyn Charlton; Stefanie King; Colin Mondy; Susan Denholm Observers (Council staff): Rachelle McConville,		
File No:	n//a		

Meeting Agenda

Agenda Item Ref	Meeting Details
1	Apologies Michelle Downey, Jean McGarry
2	Minutes and Action Log from previous meeting Re/ Items 1 – email account – still in progress Re/ Item 2 – MoU - see Agenda Item No. 5 Re/ Item 3- 2 nd Letter of Introduction to SN Groups – still in progress – Include the following: Election of additional board members – there's more than 4 positions available, so nominations are invited by the next board meetings, elections will take place then, maybe lottery? Nominate before March Meeting Explain Insurance Cover(only touch on subject or wait til Insurance finalised) Ask for suggestions re/ the MoU Re/ Item 4 – Style Guide for use of Logos etc. - still in progress, Re/ Item 5 – Insurance – see Agenda Item No. 4 Re/ Item 6 – Insurance – see Agenda Item 4 Re/ Item 7 – Letter to Council – done Re/ Item 8 – Community Garden Procedures – good news, there is a staff change that may result in a review of the procedures. Susan Denholm has volunteered to draft a letter to Council. Re/ Item 9 – Lobby re/ Plastic Bags – RH and TSN to help in anyway, advertise the bag-it film as public screening version, town in TAS; Petition in NSW,\n develop strategies and encourage people to use re-useable bags.
3	Website www.sustainableneighbourhoods.org.au Access ? – Access is still restricted , Rachelle will look into it further. Note: Rachelle will be away until 20 February 2012.
4	Insurance The updated quote is 2,027.76. Rachelle will clarify insurance for volunteer workers, i.e whether all financial members are to be volunteer workers by definition. The volunteer worker accident insurance premium differs depending on waiting periods. A

Agenda Item Ref	Meeting Details
	<p>waiting period longer than 3 months reduces the premium by \$300. The waiting period starts from the individual incident, not insurance start. Rachelle will clarify that this is not an exclusion period.</p> <p>The insurance covers events across Australia.</p> <p>Joint Ventures / Partnerships – let them know if formal contract (<i>Note SK: can't remember what this was about...</i>)</p> <p>The board decided to purchase the insurance.</p>
5	<p>MoU with Council</p> <p>Alice Howe received the letter. Alice will attend the next meeting in February. This meeting is going to be a dedicated MoU meeting to discuss what the Alliance can expect, the timeline, budget, etc.</p>
6	<p>Proposed Alliance / city-wide Project</p> <p>It was discussed that the Alliance role is to communicate city wide projects to the SN groups, to coordinate between Council and SN groups. One advantage of the Alliance is that we are not accountable to the residents in the way Council is. Hence we can act quicker, with less bureaucracy.</p> <p>Ideas for city wide projects are bulk purchases for SN groups like Solar Hot Water And Solar Panel Systems or Rainwater Tanks. Swansea Heads is currently organising a bulk purchase themselves. Another project that needs coordination is the installation of a gas network in entire streets.</p> <p>The Alliance has to find a process on how to process project assistance requests, develop a business plan (with council assistance), set priority projects and provide training for decision making, project management and planning.</p>
7	<p>General business</p> <p>none</p>
8	<p>Next meeting date:</p> <ul style="list-style-type: none"> 8 February 2011 at 7pm
9	<ul style="list-style-type: none"> Meeting close

Action Item Log

Action Item Ref.	Action Item Description	Listed Date	Due Date	Revised Due Date	Completed / Status	Resp.
1	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 Aug 2011	21 Dec 11	In Progress	RC
2	→ Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 Aug 2011	21 Dec 11	In progress	CM
3	Write a second letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	18 Oct 2011	29 Nov 2011	21 Dec 11	In progress	SK

Action Item Ref.	Action Item Description	Listed Date	Due Date	Revised Due Date	Completed / Status	Resp.
4	Develop style guide and guidelines for appropriate use of Logos	18 Oct 2011	29 Oct 2011	21 Dec 11	In progress	RC
5	Review updated insurance quote	18 Oct 2011		21 Dec 11	Open	RC, Board
6	Communicate insurance details to all SN groups	18 Oct 2011		21 Dec 11	Open	Board
7	Raise concerns regarding current Community garden approval procedures	18 Oct 2011			open	Board
8	Lobby Council to ban plastic bags	29 Nov 11			open	Board
9	Letter to Council re/ Community Garden Procedures and related challenges	21 Dec 12			Open	SD